

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN		No. 01-210
TO:	Public and Private Sponsoring Organizations Participating in the Child and Adult Care Food Program	ISSUE DATE: August 2001
ATTENTION:	Agency Directors	
SUBJECT:	Monitoring Requirements	
REFERENCE:	United States Department of Agriculture CACFP Policy Memo 01-14 and 7 CFR 226.16 (b) (4)	

This Management Bulletin transmits a change in the site monitoring policy of the Child and Adult Care Food Program (CACFP). Previously, the United States Department of Agriculture (USDA) and the California Department of Education, Nutrition Services Division, permitted sponsoring organizations to prorate the required number of monitoring visits to sponsored child care centers or day care homes that did not operate continuously during a fiscal year. For example, if a home participated in the CACFP for only eight months during a year, the sponsor was required to conduct only two monitoring visits rather than the usual three. However, USDA has rescinded the September 22, 1980, policy bulletin that authorized this administrative flexibility.

Regardless of a site's operational period, sponsoring organizations now must monitor each sponsored home or center during a fiscal year no less frequently than:

- Day Care Homes: Three times per year
- Child Care Centers and Adult Care Centers: Three times per year
- Outside-School-Hours Centers (Public School Operated): Three times per year
- Outside-School-Hours Centers (Non-Public School Operated): Six times per year

The CACFP regulations define fiscal year as a "period of 12 calendar months beginning October 1 of any year and ending with September 30 of the following year."

This policy is effective as of this notice. If you have questions, please contact your Nutrition Service Division Representative directly, the Nutrition Services Division at (800) 952-5609, or John Copley, Program Analyst, Nutrition Programs, Education, and Training Unit, at (916) 323-6631, (800) 952-5609, or jcopley@cde.ca.gov.

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